

# TABLE OF CONTENTS

<b>Section</b>	<b>1</b>	Special Event Permits
	<b>2</b>	Checklist for Hosting Special Events in Louisville Metro
	<b>3</b>	Alcoholic Beverage Control
	<b>4</b>	Barricades
	<b>5</b>	Block Parties
	<b>6</b>	Carnival Rides and Inflatables
	<b>7</b>	Clean-up Plans
	<b>8</b>	Electrical Services
	<b>9</b>	Emergency Medical Services
	<b>10</b>	Fireworks and Pyrotechnic Displays
	<b>11</b>	Health Permits
	<b>12</b>	Insurance Requirements
	<b>13</b>	Parades / Walks / Races / Rallies / Public Gatherings
	<b>14</b>	Rentals / Event Services
	<b>15</b>	Restroom Facilities
	<b>16</b>	Security
	<b>17</b>	Signs and Banners
	<b>18</b>	Site Maps
	<b>19</b>	Street Closings
	<b>20</b>	Tents and Temporary Structures
	<b>21</b>	Vending, Location and Personal Conveyance Permits
	<b>22</b>	Venues – Louisville Metro
	<b>24</b>	Handbook Updates and Suggestions
	<b>25</b>	MetroFest Calendar and On-Line Calendar

*Contents of this handbook are presumed accurate as of February, 2006.  
All information (fees, availability, etc.) is subject to change.*

## **Section 1**

## **SPECIAL EVENTS PERMITS**

### **Who must apply for a Special Event Permit to host a festival or event in Louisville Metro?**

Anyone who plans to host a festival or event in Louisville Metro that will:

- be held on or affect Louisville Metro streets, sidewalks or property;
- require Louisville Metro services beyond those the city provides its citizens under ordinary, everyday circumstances; *and/or*
- have features that require issuing of one or more additional licenses or permits (fire works, alcoholic beverages, food sales, street closings, tents over 200 square feet, etc.);
- must file an application for a Special Event Permit with Louisville Metro's Department of Inspections, Permits and Licenses (IPL) and pay the required fees for that permit.

### **What type of festivals and events must apply for a Special Event Permit? How much is the fee?**

**Major Festival or Event: \$25**

if a maximum peak attendance of 5,000 or more people is expected

**Medium-Size Festival or Event: \$20**

if a maximum peak attendance of 500 to 5,000 people is expected

**Small Event / Block Party: \$15**

if a maximum peak attendance of 500 or fewer people is expected

**Parade / Walk / Run / Race / Public Gathering: \$10**

### **What is the process for applying for a Special Event Permit?**

Anyone who plans to host a Special Event (as defined above) in Louisville Metro must complete and submit a Special Event Permit Application to Louisville Metro's Department of Inspections, Permits and Licenses.

For applications and information, contact:

**Louisville Metro Department of Inspections, Permits and Licenses (IPL)**

444 S. 5th Street, Suite 101

Louisville, KY 40202

(502) 574-3321 (502) 574-5245 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)

[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

Customer Service Representatives are available to assist applicants by phone or at IPL's office between the hours of 8 a.m. and 5 p.m., Monday through Friday, excluding official Louisville Metro holidays.

Depending on an event's type, size and particular features, IPL may require an applicant to apply for additional permits and licenses, and to submit event maps, proof of insurance and other information before a Special Event Permit can be issued.

All applications for a Special Event Permit must be submitted to IPL at least 30 days prior to an event.

Special Event Permit applications must be legible, printed or typed or completed in ink, not pencil.

All Special Event Permit applications must be accompanied by a check (made payable to "Louisville Metro Finance Department") for the appropriate application fee (see list of Special Event classifications and appropriate permit fees).

Application fees are non-refundable and are forfeited if an event is cancelled or if a Special Event Permit application is denied.

Prior to issuing a Special Event Permit, IPL will forward copies of completed applications to appropriate Louisville Metro departments and other agencies for their review and approval:

- Inspections, Permits and Licenses (if additional city or state permits or licenses are required)
- Public Works Department
- Louisville Metro Police Department
- Louisville Metro Fire Department
- Solid Waste Management Department
- Risk Management Division

and, if appropriate:

- Emergency Medical Services
- Department of Facilities Management, General Services Administration
- PARC (Parking Authority of River City)
- TARC (Transit Authority of River City)
- Louisville Metro Parks
- Waterfront Development Corporation

No application for a Special Event Permit will be processed nor will a permit be issued unless “Hold Harmless Clause” in the Special Event Permit Application is signed by a duly-authorized agent of the event.

Once a complete Special Event Permit application is submitted by an event producer, all appropriate departments and agencies must review and approve it. Once all fees, maps, permits, licenses, certificates of insurance and other required information are received from an applicant, IPL will issue a permit for that event.

## **Section 2**                      **CHECKLIST FOR HOSTING SPECIAL EVENTS IN LOUISVILLE METRO**

### **Six Months Prior To Hosting a Special Event**

- 1. Reserve a venue.** Contact IPL if you would like to host your festival or event in a Louisville Metro-owned venue.  
*(See **Venues**, Section 22 to review a list of potential Louisville Metro-owned venues, their features, amenities, deposit and reservation information)*
- 2. Reserve a Louisville Metro stage,** if you plan to request one for your event.  
*(See **Rentals**, Section 14 for information about renting a stage for your event).*

### **Two Months Prior To Hosting a Special Event**

- 1. Contact IPL** to request a Special Event Permit application package and a copy of the handbook for Hosting Festivals and Events in Louisville Metro.
- 2. Prepare a Special Event Permit** application to submit to IPL no later than 30 days before your festival or event.
- 3. Request city services, resources and rentals** on your application that you think you might need for your event.  
*(See **Rentals**, Section 14)*

**4. Obtain all appropriate insurance** for your Special Event. Certificates of insurance required from event producers, fireworks and pyrotechnics vendors, food and alcohol vendors, carnival ride and inflatable operators, etc., must be submitted to IPL along with an applicant's Special Event Permit application and approved by Louisville Metro's Risk Management Division.  
(See *Insurance Requirements, Section 12*)

**5. Prepare applications for all other permits and licenses** required for your particular Special Event:

- a) Temporary Alcoholic Beverage License** - If you plan to serve or sell alcoholic beverages at your event, you must submit an application for a Temporary Alcoholic Beverage License to IPL and the Kentucky State Alcoholic Beverage Control Commission, along with a required Certificate of Insurance in the amount of \$1,000,000.  
(See *Alcoholic Beverage Control, Section 3, and Insurance Requirements, Section 12*)
- b) Health Permit** - If you plan to serve or sell food or drinks at your event (other than pre-packaged), you must submit an application for a Health Permit to the Louisville Metro Health Department.  
(See *Health Permits, Section 11*)
- c) Fireworks/Pyrotechnics Permit** - If you plan to have fireworks or pyrotechnic displays at your event, you must submit an application for a Fireworks/Pyrotechnics Permit to IPL, along with a \$175 application fee and proof of insurance.  
(See *Fireworks and Pyrotechnic Displays, Section 10*)
- d) Carnival Rides and Inflatables Permit** - If your event will include carnival rides or inflatables, you must submit an application for a Carnival Rides and Inflatables Permit and proof of insurance to IPL, which must be approved by Louisville Metro and by the Kentucky Department of Agriculture's Office of Regulations and Inspections at least 30 days prior to an event.  
(See *Carnival Rides and Inflatables, Section 6; and Insurance Requirements, Section 12*)
- e) Master Vendor Permit** - If you plan to create boundaries around a specific event area, and/or if you plan to control all vending within that designated event area, you must submit an application to IPL for a Master Vendor Permit.  
(See *Vending, Location and Conveyance Permits, Section 21*)
- f) Vendor ID / Tag** - If you plan to allow fixed or mobile vendors at your event, the event producer must submit a Personal Conveyance Permit to IPL. Along with an application for a Master Vendor Permit, the event producer must submit a list to IPL of all those authorized vendors within the boundaries of the Special Event.  
(See *Vending, Location and Conveyance Permits, Section 21*)
- g) Tent or Temporary Structure Permit** - If you plan to erect at least one tent or temporary structure over 200 square feet in size (if closed in) or over 400 square feet in size (if open-sided), you must submit an application to IPL for a Tent or Temporary Structure Permit and attach a Certificate of Flame Resistance and Site Map, showing the location of the tent(s).  
(See *Tent or Temporary Structures, Section 20; and Site Maps, Section 18*)
- h) Electrical Permit** - If your event needs electrical service for booths, cooking equipment, lighting, sound systems, etc., you must submit an application to IPL for an Electrical Permit. Electrical service at Special Events must be inspected and approved by the Electrical Maintenance Division of the Public Works Department.  
(See *Electrical Service, Section 8*)
- i) Street Closing** - If you need to close streets to host a block party or event, you must submit an application for a Event Permit to IPL. You will need to rent, place, transport and remove barricades as well.

**Neighbor Notification** - If your event is going to require street closings, traffic or bus route changes or other features that will affect the public, you must notify all affected neighbors and prepare and distribute a press release and a Site Map to local media outlets before the event. (See **Street Closing**, Section 19; **Block Parties**, Section 5; **Barricades**, Section 4; **Site Map**, Section 18)

**j) Parade** – If you plan to host a parade, walk, road or foot race, rally or public gathering in Louisville Metro that meets the definition of “Parade” in Title VII, Section 71.40 of Louisville Metro Ordinances, you must file for an event permit with IPL. A site map must be attached to both applications before submitting them to IPL. By city ordinance, the Louisville Metro Police Department must approve all Event Permits before they are issued by IPL. (See **Parades, Walks, Races, Rallies and Public Gatherings**, Section 13)

**k) Signs and Banner Permit** – If you want to work with Public Works Department to install signs or banners promoting your event on downtown pedways or light poles or in public rights of way, you must obtain a Sign and Banner Permit from IPL and Public Works. (See **Signs and Banners**, Section 17)

### **One Month Prior To Hosting a Special Event**

Submit applications for all permits and licenses and additional information required for your event to IPL.

## **Section 3**

## **ALCOHOLIC BEVERAGE CONTROL**

If you plan to serve and/or sell alcoholic beverages of any kind at your event, a Temporary Alcoholic Beverage License must be obtained from Louisville Metro IPL, after approval from the Kentucky Alcoholic Beverage Control Commission.

Applications for a Temporary Alcoholic Beverage License and additional information about Alcoholic Beverage Control at Special Events may be obtained from Louisville Metro IPL or from the Kentucky Alcoholic Beverage Control Commission.

For applications and further information, contact:

### **City:**

**Louisville Metro Inspections, Permits and Licenses  
Alcoholic Beverage Control**

444 S. 5th Street, Suite 101

Louisville, KY 40202

(502) 574-2985 (502) 574-5245 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)

[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

### **State:**

**Commonwealth of Kentucky  
Alcoholic Beverage Control Commission**

1003 Twilight Trail, Suite A-2

Frankfort, KY 40601

(502) 564-4850 (502) 564-1442 fax

[www.abc.ky.gov](http://www.abc.ky.gov)

A copy of an event’s application for a Temporary Alcoholic Beverage License Application and a Certificate of Insurance must be submitted to IPL with a Special Event Application, at least one month before an event.

Include a check to cover the appropriate license fee, made payable to “Louisville Metro Finance Department.”

*See chart below for appropriate fee(s)*

### **Louisville Metro – Temporary Alcoholic Beverage License Fees**

Temporary Malt Beverage (events over one week) \$25  
Temporary Liquor Drink (per event) \$166.67  
Temporary Wine (per event) \$25

### **State ABC – Alcoholic Beverage License Fees**

Temporary Malt Beverage (per event) \$50  
Temporary Liquor Drink (per event, per bar) \$100  
Temporary Wine (per event, per bar) \$50

An applicant must be at least 21 years old and a resident of the Commonwealth of Kentucky to obtain an Alcoholic Beverage License.

Applications for a Temporary Alcoholic Beverage License must be submitted to IPL at least 30 days prior to an event. IPL will forward its approval to the Kentucky Alcoholic Beverage Control Commission and, once state approval is obtained, a license will be issued for an event.

If you are a for-profit organization, you must provide a letter from a non-profit organization stating that they will receive a portion of the proceeds from the sale of alcoholic beverages.

If your event will be held in or on private property, a copy of your event's lease or written permission of the private property owner(s) must be submitted with the application.

If your event will be held in or on Louisville Metro-owned property, you must submit an application to IPL for a **Temporary Location Permit** that will serve as proof of authorization to use that particular Louisville Metro venue.

Anyone serving or selling beer and/or liquor at an event held in or on public property must submit a Certificate of Insurance to IPL and include Louisville Metro as an additional insured.  
(See **Insurance Requirements**, Section 12)

Anyone serving or selling beer and/or liquor at an event held at Waterfront Park must add the Waterfront Development Corporation, as well as Louisville Metro, to their insurance policy as additional insureds.

Louisville Metro ordinances allow only beer and malt beverages to be sold in Metro Parks. Anyone serving or selling beer or malt beverages at an event held at a Metro Parks facility must:

- 1) obtain authorization to do so from Metro Parks;
- 2) apply for and obtain a Temporary Alcoholic Beverage License from IPL; *and*
- 3) submit a Certificate of Insurance with the event's Special Event Permit Application naming Louisville Metro Parks, as well as Louisville Metro, as additional insureds.  
(See **Insurance Requirements**, Section 12)

## **Section 4                      BARRICADES**

If an event requires closure of streets or public rights of way, proper barricades and signage are required.

An event producer who wants to close public streets or rights of way for an event must submit an application for a Special Event Permit to IPL at least 30 days prior to an event (See **Special Event Permits**, Section 1), along with a Site Map showing where barricades and signs will be placed at the event.  
(See **Site Maps**, Section 18).

Placement of barricades and signage on Louisville Metro streets and rights of way must be coordinated with and approved by the Louisville Metro Police Department's Support Operations.

All signage and barricades must comply with Louisville Metro's Manual of Uniform Traffic Control Devices.

Event producers are responsible for renting barricades for their events and paying all costs of renting, insuring and transporting barricades to and from an event site.

Barricades can be rented from private companies.  
(See **BellSouth Yellow Pages** for company listings)

Event barricades and signage must be removed immediately after an event to ensure that Louisville Metro streets and rights of way are reopened to traffic as soon as possible.

## **Section 5**                      **BLOCK PARTIES**

Anyone who wants to host a Block Party in Louisville Metro must submit an application for a **Event Permit** to IPL at least 30 days before the event (See **Special Event Permits, Section 1**), and attach a petition to the application that states that all affected residents are aware of the Block Party and associated street closings, and have no objection to the event. The petition must be signed by at least 75 percent of the affected residents.

Approval of an **Event Permit** by IPL will be subject to the following stipulations:

- Closing of streets and public rights of way for Block Parties will be restricted to weekends and holidays between the hours of 8 a.m. and midnight;
- Street closings for a Block Party must not create traffic or safety problems;
- Access for local traffic and emergency vehicles must be maintained at all time;
- Barricades and signage must be installed around the perimeter of the permitted area;
- Additional Type 2 lighted barricades are required after dark.

For applications and further information, contact:

**Louisville Metro Inspections, Permits and Licenses**  
444 S. 5th Street, Suite 101  
Louisville, KY 40202  
(502) 574-2985              (502) 574-5245 fax  
[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)  
[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

## **Section 6**                      **CARNIVAL RIDES and INFLATABLES**

An event producer who wants to have carnival rides or inflatables at an event must submit an application for a Special Event Permit to IPL (See Special Event Permits, Section 1) and obtain additional approval from the Commonwealth of Kentucky Department of Agriculture, Office of Regulations and Inspections at least 30 days before an event. The state's Office of Regulations and Inspections will, if requested, provide event producers with a list of companies that are insured and licensed to operate carnival rides and inflatables in Kentucky.

The vendor or owner of the carnival rides or inflatables must pay appropriate fees and provide proof of insurance to the state's Office of Regulations and Inspections.

*(For a schedule of state fees and additional information, contact the state's Office of Regulations and Inspections, (502) 564-4870)*

Event producers may also wish to carry additional insurance.

A carnival ride or inflatables vendor must maintain commercial general liability insurance throughout the entire event, including setup and dismantling, with minimum coverage of \$1,000,000 per occurrence. Proof of such insurance must be submitted to IPL with an event producer's Special Event Permit Application. The vendor's Certificate of Insurance must list Louisville Metro as an additional insured, as well as the specific venue where the carnival rides or inflatables are being erected if it is a Louisville Metro-owned venue.

*(See **Insurance Requirements**, Section 12, for additional information)*

For applications or further information, contact:

**Commonwealth of Kentucky**  
**Department of Agriculture**  
**Office of Regulations and Inspections**  
107 Corporate Drive  
Frankfort, KY 40601  
(502) 573-0282 (502) 573-0303 fax  
[www.ky.agr.com](http://www.ky.agr.com)  
[ag.web@kyagr.com](mailto:ag.web@kyagr.com)

## **Section 7** **CLEAN-UP PLANS**

An event producer submitting an application to IPL for a Special Event Permit must submit a clean-up plan with the application.

The clean-up plan must include the following information:

- A drawing or site map of the festival or event area, showing the types and locations of dumpsters and individual trash receptacles;
- The names and contact information of individuals and/or groups responsible for cleaning up during and after the festival or event;
- The location(s) where all waste, including cooking oils, will be disposed of in an approved manner.

**NOTE:** *Anyone who disposes of cooking oils or waste into Louisville Metro drainage sewers or sidewalk openings will be subject to fines and punishments pursuant to Chapter 224 of the Kentucky Revised Statutes.*

Each Louisville Metro-owned venue has its own clean-up fees, surety bond requirements and clean-up plans and procedures. Clean-up fees and surety bonds may be refunded or waived by an individual venue once an event's clean-up plan is approved.

If an event producer fails to clean up a venue adequately or causes damage to Louisville Metro property or facilities, Louisville Metro will bill the event producer for Louisville Metro's costs to clean and repair the damaged property. If this occurs, Louisville Metro may also deny an application for a future Special Event Permit or require a cash deposit or surety bond for future events produced by that event producer.

Event producers are responsible for prompt cleanup and removal of debris from all Louisville Metro streets, right of ways, affected property owners' sidewalks, steps and alcoves.



Subject to their availability, Louisville Metro may be able to provide the following list of cleaning equipment and services to events for the rates quoted:

Packer truck and driver	\$75/hour
Roll off driver and truck	\$39/hour
Sweeper driver and sweeper	\$47/hour
Flusher driver and flusher	\$35/hour
30 cubic yard container	\$250/event
20 cubic yard container	\$250/event
8 cubic yard container	\$90/event
Litter baskets	\$1/container/day
Waste/recycling carts	\$1/container/day
Delivery and return carts/containers	\$22/hour

For further information, contact:

**Louisville Metro Solid Waste Management Department**

600 Meriwether Avenue

Louisville, KY 40217

(502) 574-3571 (502) 574-4155 fax

[www.louisvilleky.gov/solidwaste](http://www.louisvilleky.gov/solidwaste)

[solid.waste@louisvilleky.gov](mailto:solid.waste@louisvilleky.gov)

## **Litter-Free Events**

Brightside would like to partner with event organizers in Keeping Louisville Clean and Green by having a Litter-Free Event.

To become a “Litter-Free Event,” contact Brightside at 574-2613 or MetroCall 311 (574-5000) and request a Litter-Free Event Request Form.

If your event qualifies, you will be required to:

- Announce Brightside as a partner during your event;
- Recycle aluminum cans and plastic bottles;
- List Brightside as a partner and include its logo on any printed event material. (Brightside can provide the logo on a disk, by e-mail or by mail)

As a “Litter-Free Event,” you will receive the following:

- Freestanding “Litter-Free” signs. Posting these at your event encourages participants to be more aware of minimizing litter;
- Brightside t-shirts for volunteers (when available);
- A limited number of trash bags for volunteers recruited by event producers for picking up litter throughout the event;
- Receptacles for collecting aluminum cans or plastic. By utilizing these recycling containers you are providing another opportunity to reduce, reuse, recycle, restore and rethink;
- Event organizers are responsible for taking recyclable materials to a recycling drop-off location.  
(For locations, visit [www.louisvilleky.gov/solidwaste](http://www.louisvilleky.gov/solidwaste) or call MetroCall at 311 or 574-5000)

For further information, contact:

**Brightside**

400 S. First Street

Louisville, KY 40202

(502) 574-2613 (502) 574-2792 Fax

[www.louisvilleky.gov/brightside](http://www.louisvilleky.gov/brightside)

## **Section 8**

## **ELECTRICAL SERVICES**

The Electrical Maintenance Division of Louisville Metro Public Works Department may be able to provide limited electrical service to special events at specific locations or public venues. If you are interested in hosting a festival or event in a Louisville Metro-owned venue, contact that venue for information about electrical services available at that location.

(See **Venues**, *Louisville Metro*, Section 22)

Event producers should consult directly with Electrical Maintenance Division officials to discuss all electrical needs for their event. (*This includes the number of vendors, amperage needs of each vendor, needs for electrical service for lights, sound systems, etc.*) The event producers should work with these officials to show electrical service information on the Site Map of the event.

Electrical Maintenance Division cannot provide generators, light towers or extension cords for events.

If you would like to request stand-by electricians from Louisville Metro for your event, you may do so on your Special Event Permit application, but you will be charged the appropriate hourly rate for their services.

Event producers must obtain permission from a venue's owner to tap into any private power source.

Event producers must contact IPL and Electrical Maintenance Division prior to installing and operating any electrical service at an event (*see contact information below*). An **Electrical Permit** and electrical inspection may be required before a Special Event Permit is issued by IPL.

The Waterfront Development Corporation requires that event producers contract with a Waterfront Development Corporation-approved electrical contractor for electrical services for events at Waterfront Park. Other Louisville Metro-owned venues may require that they approve electrical service providers at their venues as well.

The costs of using electrical panels and electrical supply sources at Waterfront Park and other Louisville Metro-owned venues must be paid by the event producers.

For permit applications and further information, contact:

### **Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street Suite 101

Louisville, KY 40202

(502) 574-2985 (502) 574-5248 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)

[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

### **Electrical Maintenance Division**

#### **Public Works Department**

636 E. Gray Street

Louisville, KY 40202

(502) 574-3261 (502) 574-4132 fax

### **Waterfront Development Corporation**

129 E. River Road

Louisville, KY 40202

(502) 574-3768 (502) 574-4111 fax

[www.louisvillewaterfront.com](http://www.louisvillewaterfront.com)

[info@louisvillewaterfront.com](mailto:info@louisvillewaterfront.com)

### **Louisville Metro Parks**

(at Louisville Tennis Center in Joe Creason Park)

3783 Illinois Avenue

Louisville, KY 40213

(502) 456-8171 (502) 456-8168 fax

[www.louisvilleky.gov/metroparks](http://www.louisvilleky.gov/metroparks)

[athletics@louisvilleky.gov](mailto:athletics@louisvilleky.gov)

## **Section 9**

## **EMERGENCY MEDICAL SERVICES**

Louisville Metro Emergency Medical Services will provide EMS coverage for special events with the following guidelines:

- To ensure that patrons attending a particular festival or special event are provided sufficient emergency medical coverage;
- Louisville Metro EMS will assist event producers to determine staffing required, based on the expected number of patrons, special need concerns, risk factors and the nature of the event;
- Louisville Metro EMS reserves the right to refuse coverage at an event if minimal staffing requirements are not mutually agreed upon, or if inadequate notice is given regarding coverage needs.

Stand-by service will not be offered.

Anyone wanting to hire Louisville Metro EMS will be asked to enter into a contract with Louisville Metro that defines the dates, times and number of units that will be needed. It should also set forth the costs for those services. Louisville Metro will submit a bill for those services to the event producer after the event.

Emergency medical services are available from Louisville Metro EMS at the following rate:

### **Advanced Life Support**

Per ambulance \$125 per hour (minimum 2 hours)

This fee includes the following:

- A dedicated, fully-equipped ambulance staffed with at least one paramedic and one emergency medical technician. The ambulance will be assigned to an event and will not be available to make emergency calls outside of that venue. Event producers will not be charged travel time to and from their event. If additional crews with an ambulance are required, they will be provided at the same rate of \$125 per hour. Louisville Metro EMS does not provide crews without an ambulance.
- Louisville Metro EMS officials reserve the right to require the producer of a festival or event to provide hydration stations (non-alcoholic beverages) at an outdoor event if the combination of temperature and humidity are 85 degrees and above. The number of hydration stations required will be based on the anticipated size of the event and expected attendance.
- If a mass casualty occurs at an event, causing large numbers of event patrons to need medical attention, the producer of the festival or event shall bear the costs of additional personnel and equipment required at the rates listed above.

For further information, contact:

### **Louisville Metro Emergency Medical Services**

437 S. 3rd Street

Louisville, KY 40202

(502) 574-4260 (502) 574-4372 fax

*[www.louisvilleky.gov/ems](http://www.louisvilleky.gov/ems)*

## **Section 10**

## **FIREWORKS *and* PYROTECHNIC DISPLAYS**

If a festival or event is going to include a “Public Display of Fireworks or the use of Pyrotechnics or Special Effects before a Proximate Audience,” an event producer must apply for and obtain a Fireworks/Pyrotechnics Permit from the particular authority having jurisdiction.

Applications for a Fireworks / Pyrotechnic Displays Permit must be submitted to IPL at least 15 days before a performance or event, along with a \$175 permit application fee, payable to Louisville Metro Government.

A valid Certificate of General Liability Insurance, provided by a licensed or approved surplus lines insurer in Kentucky with a satisfactory AM Best rating, must be attached to the Special Event Permit application submitted to IPL. The Certificate of Insurance shall state that the coverage afforded under the policy:

- 1) will be in effect for the duration of the Performance/Event; *and*
- 2) will cover claims up to \$1,000,000 per occurrence.

The Certificate of Insurance must contain the dates of the event and list Louisville Metro, along with any Louisville Metro-owned venue where the fireworks or pyrotechnic will be displayed, as additional insureds.

If the event requires a fire apparatus and stand-by crew, either in the urban or suburban area, the following are the designated rates:

- 1 Fire Apparatus
- 1 Officer
- 1 Operator
- 1 Firefighter
- 1 Firefighter / EMT

These fire services cost: \$200 for the first hour; \$125 per hour thereafter.

For further information, contact:

### **Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street, Suite 101  
Louisville, KY 40202  
(502) 574-3321 (502) 574-4356 fax  
[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)  
[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

### **Jefferson County Fire Service**

601 W. Jefferson Street, Room 108  
Louisville, KY 40202  
(502) 574-5646 (502) 574-4606 fax  
[www.louisvillefire/other\\_fire\\_districts.htm](http://www.louisvillefire/other_fire_districts.htm)

### **Louisville Fire Department**

1135 W. Jefferson Street  
Louisville, KY 40202  
(502) 574-3731 (502) 574-2955 fax  
[www.louisvilleky.gov/louisvillefire](http://www.louisvilleky.gov/louisvillefire)

## **Section 11**

## **HEALTH PERMITS**

If food or drink (other than pre-packaged) will be served at a festival or event, event producers must obtain a Health Permit from the Louisville Metro Health Department. The Health Permit must be obtained and submitted to IPL before this agency will issue the event a Special Event Permit.

For an application or further information, contact:

**Louisville Metro Health Department**

400 E. Gray Street

Louisville, KY 40202

(502) 574-6650 (502) 574-6657 fax

[www.louisvilleky.gov/health](http://www.louisvilleky.gov/health)

[Lmhd@louisvilleky.gov](mailto:Lmhd@louisvilleky.gov)

## **Section 12**

## **INSURANCE REQUIREMENTS**

If a festival or event is going to be held on public property and has one or all of the following features:

- Expected attendance of 500 or more people;
- Fireworks or pyrotechnics will be displayed;
- Alcoholic beverages will be served or sold;
- Carnival rides or inflatables will be part of the event.

The event producer must comply with the insurance requirements below to be able to obtain a Special Event Permit from IPL.

Event producers and any vendors who enter into contracts with them must purchase and maintain throughout the event, including setup and dismantling, the following types of liability insurance at their own expense:

- 1) General Liability Insurance:** If the event producer is a business or group and/or intends to serve or sell food or alcoholic beverages at the event, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of \$1,000,000 per occurrence.

If the applicant/event producer intends to display fireworks or pyrotechnics and obtains a Fireworks or Pyrotechnics Permit from the Fire Department or Fire District having jurisdiction, or contracts with a fireworks/pyrotechnic vendor who obtains the required permit, the minimum combined single limit of liability for all displays is \$1,000,000 per occurrence. This amount may be increased at the discretion of Louisville Metro officials based on potential risk associated with the event. The firm that actually launches the fireworks must provide Certificate of Liability Insurance for \$1,000,000 per occurrence, listing the date(s) of the event, and including Louisville Metro and any Louisville Metro-owned venue's name where the fireworks or pyrotechnics will be displayed, as additionally insureds.

- 2) Personal Liability Insurance:** If the applicant/event producer is not a business or group, but is an individual who expects more than 500 attendees at the event and/or intends to serve or sell alcoholic beverages at the event, the applicant/event producer must submit a Certificate of Insurance providing proof of personal liability insurance, through either a homeowners policy or other liability insurance policy, in an amount not less than \$500,000 combined single limit per occurrence.

If alcohol is going to be served or sold by an individual event producer, a Certificate of Insurance must specify that Incidental/Host Liquor Liability coverage for that particular event and specify the date of the event, unless the individual event producer contracts with a Louisville Metro-approved alcohol vendor to serve or sell alcoholic beverages at the event.

- 1) Liquor Legal Liability Insurance:** If the event producer is a business or group and intends to serve or sell alcoholic beverages at an event and is in the business of manufacturing, distributing, selling or serving alcoholic beverages or uses a Louisville Metro-approved alcohol vendor to serve alcoholic beverages, liquor legal liability coverage must be purchased by the actual firm which serves or sells the alcohol. It can be endorsed to the commercial general liability insurance policy or purchased separately. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000.
- 2) Host Liquor Liability Coverage:** If the event producer is a business that will serve or sell alcoholic beverages at the event and is not in the business of manufacturing, distributing, selling or serving alcoholic beverages, the event producer's commercial general liability policy (*on previous page*) should not include the ISO Form CG 21500989 liquor liability exclusion amendatory endorsement, or similar exclusion limiting coverage for serving or selling alcoholic beverages.

All event-related insurance policies must state that Louisville Metro and any Louisville Metro-owned venues hosting an event will be notified at least 30 days in advance of any intent by an insurance company to cancel or not renew an applicant/event producer's insurance coverage.

All event producers and vendors must list Louisville Metro and any Louisville Metro-owned venues hosting an event, as additional insureds on all commercial general liability and liquor legal liability insurance policies.

With reasonable notice to event producers, Louisville Metro reserves the right to require insurance of event producers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

All Certificates of Insurance required for an event must be submitted to IPL by event producers, along with the event's application for a Special Event Permit.

Approval of insurance by Louisville Metro does not in any way relieve or decrease the insurance liability of an event producer or vendor. Louisville Metro does not represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the event producer or vendor. All insurance must be placed with insurance companies with an AM Best rating of no less than B+VI, unless special approval is obtained from Louisville Metro's Risk Management Division.

For further information, contact:

**Louisville Metro Inspections, Permits and Licenses**  
444 S. 5th Street, Suite 101  
Louisville, KY 40202  
(502) 574-2985      (502) 574-5245 fax  
[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)  
[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

**Louisville Metro Risk Management Division**  
City Hall Annex - Room 22  
611 W. Jefferson Street  
Louisville, KY 40202  
(502) 574-1388      (502) 574-4384 fax  
[www.louisvilleky.gov/finance](http://www.louisvilleky.gov/finance)

## **Section 13**

## **PARADES / WALKS / RACES / RALLIES / PUBLIC GATHERINGS**

Anyone who wants to host a parade, walk, road or foot race, rally or public gathering in Louisville Metro that will be held in a public venue or that will affect public property or rights of way must file a Special Event Permit Application with IPL. A **Site Map** defining the event area and all public areas and rights of way that will be affected by the event must be attached to the Special Event Permit application.

A **Parade** requires an **Event Permit** as defined in Section 71.40 of Louisville Metro Ordinances as:

“Any parade, march, ceremony, show, foot race or other organized formation or procession of 50 or more persons, vehicles, or animals or any combination thereof, in or upon any street, way, highway, road, side walk, park or other public place..., or any other organized procession, race or formation which may cause substantial interference with the free flow of traffic upon the aforementioned county ways.”

For applications or additional information, contact:

**Louisville Metro Inspections, Permits and Licenses**  
444 S. 5th Street, Suite 101  
Louisville, KY 40202  
(502) 574-2985 (502) 574-4356 fax  
[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)  
[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

## **Section 14**

## **RENTALS / EVENT SERVICES**

Subject to availability, Louisville Metro may be able to rent its portable stage and other equipment and resources for specific public events to make them more enjoyable and less expensive for event producers. A list of items available from Metro Parks and rental rates follows:

### **Louisville Metro Parks:**

Bleachers	40-seat section	\$400 (non-profit: \$275)
	180-seat section	\$450 (non-profit: \$300)
Picnic Tables	10	\$125 (non-profit: \$90)
Trash Barrels	10	\$125 (non-profit: \$85)

For further information, contact:

**Louisville Metro Parks**  
(at Louisville Tennis Center in Joe Creason Park)  
3783 Illinois Avenue  
Louisville, KY 40213  
(502) 456-8171 (502) 456-8168 fax  
[www.louisvilleky.gov/metroparks](http://www.louisvilleky.gov/metroparks)  
[athletics@louisvilleky.gov](mailto:athletics@louisvilleky.gov)

Metro Parks may also be able to bring its **Festivian** and **Special Event Teen Team Crew** to public events, offering an array of event services for all ages. For reservations and for more information, contact:

**Louisville Metro Parks**  
**Office of Special Events**  
P. O. Box 37280  
Louisville, KY 40233  
(502) 368-5865 (502) 368-5955 fax  
*parks@louisvilleky.gov*

**Stage Availability:**

Louisville Metro owns a portable stage that can be rented when it is available. The stage measures 24' x 40' and stands 36" tall. It includes a removable railing, ramps and steps. Sections of the stage may also be rented.

Reservations for the stage should be made six months in advance through Louisville Metro's Inspections, Permits and Licenses.

For further information, contact:

**Louisville Metro Inspections, Permits and Licenses**  
444 S. 5th Street, Suite 101  
Louisville, KY 40202  
(502) 574-2985 (502) 574-4356 fax  
*www.louisvilleky.gov/ipl*  
*ipl@louisvilleky.gov*

**TARC**

Regular Charter Rates:

Trolley: \$90 per hour with a three-hour minimum reservation.

Bus: \$80 per hour with a three-hour minimum reservation.

Non-Profit Rates:

Trolley/Bus: \$65 per hour with a three-hour minimum reservation.

A handling fee of \$250 per vehicle is required. TARC must book charter services through Miller Transportation.

Special rates apply for Kentucky Oaks and Kentucky Derby charter services.

For more information, contact:

**TARC**  
1000 W. Broadway  
Louisville, KY 40203  
(502) 561-5165 (502) 213-3248 fax  
*www.louisvilleky.gov/tarc*

**Section 15**

**RESTROOM FACILITIES**

OSHA and the Health Department require an event producer provide one chemical-type toilet for every 500 people if permanent restroom facilities are not available at an event venue.

Louisville Metro cannot provide portable restroom facilities for events. A list of vendors who can provide



these facilities can be found in the BellSouth Yellow Pages.

Permanent restroom facilities may be available at certain Louisville Metro-owned facilities.

*For information about whether permanent restroom facilities are available at a particular Louisville Metro-owned venue, see **Venues - Louisville Metro**, Section 22.*

## **Section 16**                      **SECURITY**

It is the responsibility of an event producer to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, availability of sufficient Louisville Metro police personnel and other factors will determine the amount of security needed at any event.

Louisville Metro may require an event producer to provide private security, hire off-duty police officers, or reimburse Louisville Metro for expenses it incurs by providing on-duty police officers for security, traffic control and crowd control.

The Louisville Metro Division of Police and the Fire Department or Fire District having jurisdiction will have the exclusive right and responsibility to determine the extent of police protection and private security protection at an event.

The Louisville Metro Police Command Staff and Fire Marshal assigned to a particular event will have sole discretion in all matters pertaining to security, traffic and crowd control at Special Events in the Louisville Metro area.

Louisville Metro Government will not accept responsibility for providing on-duty personnel for the following needs at events:

- Gate security
- Beer/alcohol sales security
- Security for VIPs and celebrities
- Security for money handling
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment trailers supplies, etc.

Police services may be available to events at the following rates:

	<b>On-duty rate w/benefits</b>	<b>Overtime rate w/benefits</b>
1 Lieutenant	\$37.23/hour	\$55.85/hour
1 Sergeant	\$31.72/hour	\$47.35/hour
1 Officer	\$26.57/hour	\$39.86/hour
1 Traffic Control Officer	\$15.90/hour	\$21.25/hour
1 Traffic Guard	\$8.18/hour	\$12.21/hour

For further information, contact:

**Louisville Metro Police Department**  
**Support Operations / Special Events Section**  
768 Barret Avenue  
Louisville, KY 40204  
(502) 574-2121              (502) 574-2149 fax

## **Section 17**

## **SIGNS *and* BANNERS**

Event producers wanting to display signs or banners on downtown pedways, light poles or on public rights-of-way must contact the Louisville Metro Public Works Department to apply for a **Signs and Banners Permit** and to coordinate scheduling.

All signs and banners must meet departmental specifications and be installed in accordance with all rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

Pedway Banners must measure 3.4' tall and 27' wide. All four corners must be reinforced and have grommet holes every two to three feet. Depending on availability, they may be placed at the following pedway locations, with approval and assistance from Louisville Metro Public Works Department:

- Jefferson Street, 4th Street;
- Jefferson Street, between 6th and 7th streets;
- Market Street, 4th Street;
- Muhammad Ali Boulevard, between 3rd and 4th streets.

The fee is \$25 per week per location and may only be reserved on two pedways for two weeks. Payment fee is due on delivery of banners. No corporate logos.

Decorative banners may be hung on light poles in the Central Business District with approval and assistance from Louisville Metro Public Works Department. No corporate logos.

Event producers applying for a **Sign and Banner Permit** must deliver their signs and banners to the Public Works Department at least 10 working days before they are to be hung or installed. Signs and banners must be picked up within five working days after they have been removed, or Louisville Metro will dispose of them.

For applications and further information, contact:

**Signs and Markings Division**  
**Public Works Department**  
444 S. 5th Street, Suite 200  
Louisville, KY 40202  
(502) 574-3181      (502) 574-4129 fax  
[www.louisvilleky.gov/publicworks](http://www.louisvilleky.gov/publicworks)

## **Section 18**

## **SITE MAPS**

Anyone planning to host an event in Louisville Metro must attach a **Site Map** of the event to the Special Event Permit Application before submitting it to IPL.

A **Site Map** should define the event area being permitted and include all of the following features and information, if applicable:

- All affected streets, alleys and rights-of-way, including those that will be closed;
- Alternate routes for traffic and buses, if streets are going to be closed;
- Location of all barricades that will be used;
- Location of all tents and temporary structures that will be erected;
- Location of all vendors – fixed and mobile;
- Sources of electrical supply and service, including permanent electrical power sources and portable generators;
- Location of all dumpsters and trash receptacles;

- Location and layout of tables, chairs, picnic tables, etc., that will be used;
- Location of any stages that will be used or placed;
- Entrances and exits;
- Designated parking areas;
- Permanent and portable restroom facilities;
- Signage and banners that will be hung or installed.

Copies of the event's **Site Map** will be shared with the Louisville Metro Department of Inspections, Permits and Licenses, Public Works, Louisville Metro Police Department and any other Louisville Metro departments that are appropriate.

## **Section 19                      STREET CLOSINGS**

Anyone planning to host an event that will involve closing a public right of way (street, sidewalk or alley) must notify all affected residents and businesses at least 30 days before an event.

Anyone planning to host an event that will involve a state-maintained right-of-way must also notify the Permitting Division of the Kentucky Department of Transportation, District Five at (502) 367-6411.

Proof of notification of all neighbors and other parties affected by a street closure must be attached to a Special Event Permit application before it will be considered by IPL.

The recommended notification procedure for closing public streets, alleys and rights-of-way is as follows:

- An event producer must contact all affected businesses and/or residents if an upcoming event will require street closing(s);
- At least 75% of all affected businesses and/or residents must sign a street-closing petition;
- An event producer may be able to request assistance from the Louisville Metro Police Department, the Louisville Metro Office for Business Services, the Louisville Metro Department of Neighborhoods, Louisville Central Area, the Main Street Association and other organizations in contacting downtown and neighborhood business associations about the details of a street closure;
- An event producer can ask for signage to be placed along affected streets several days prior to an event;
- An event producer can also ask for bags to be placed on parking meters along affected streets several days prior to an event (fee involved);
- An event producer must send a Street Closing press release and camera-ready Site Map to all media at least two weeks prior to an event.

For further information, contact:

**Louisville Metro Inspections, Permits and Licenses**  
 444 S. 5th Street, Suite 101  
 Louisville, KY 40202  
 (502) 574-2985              (502) 574-5245 fax  
[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)  
[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

**Kentucky Transportation Cabinet**  
977 Phillips Lane  
Louisville, KY 40209  
(502) 367-6411 (502) 363-6170 fax  
[www.kytc.state.ky.us](http://www.kytc.state.ky.us)  
[kytc.comment@ky.gov](mailto:kytc.comment@ky.gov)

## **Section 20**                      **TENTS *and* TEMPORARY STRUCTURES**

A Tent or Temporary Structure Permit is needed if your structure is:

- 200 square feet or larger with closed sides; *or*
- 400 square feet or larger with open sides.

IPL will inspect all tents to ensure that they are installed in accordance with the Kentucky Building Code. All electrical panels and connections, cooking and heating fuel (storage and distribution) will also be inspected to ensure that they are safely installed and being used correctly.

The fee for a **Tent and Temporary Structure Permit** is \$30.

For further information, contact:

**Louisville Metro Inspections, Permits and Licenses**  
444 S. 5th Street, Suite 101  
Louisville, KY 40202  
(502) 574-3321 (502) 574-4356 fax  
[www.louisvilleky.gov/ippl](http://www.louisvilleky.gov/ippl)  
[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

## **Section 21**                      **VENDING, LOCATION *and* PERSONAL CONVEYANCE PERMITS**

If public property, including public streets and rights-of-way, will be used to vend products, food or drinks at an event, a **Location Permit** must be obtained from IPL.

Any event producer or vendor who wishes to vend within a festival or event boundary must obtain a **Location Permit**.

Any event producer who wants to control all vending within the boundaries of an event must obtain a **Master Temporary Location Permit** from IPL. A **Master Temporary Location Permit** is recommended for all major and Special Events. The permit holder will control what vendors sell within the event boundaries and will be responsible for ensuring that all vendors within the event boundaries are in compliance with all permitting and other legal requirements including, but not limited to, obtaining **Personal Conveyance and Health Permits**, registering with the Louisville Metro Revenue Commission, obtaining a tax ID number from the Commonwealth of Kentucky Department of Revenue, etc.

A **Personal Conveyance Vendor Permit** is required for each fixed location and mobile vendor within an event's boundaries. At a fixed location, the vending permit identification card must be posted in a conspicuous

location accessible to inspectors from IPL. A vendor permit identification card must be worn by each mobile-vendor during an event.

The permit fee to be paid by an event producer will be determined by the number of fixed vendors and mobile vendors either listed on the **Master Temporary Location Permit** application or on a list submitted to IPL by the event producer. It is the responsibility of an event producer to collect these fees from each vendor and submit them to IPL.

**Event producers controlling all vending within the boundaries of an event area**

Master Temporary Location Permit Fee	\$50 per event
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**Individual vendors vending in an event area**

Personal Conveyance Vendor Permit Fee	\$10 per vendor
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For events with vendors that will be held in Metro Parks, contact the Louisville Metro Parks Department.

Any vendor selling unpackaged food or drinks at an event must also apply for and receive permits from the Louisville Metro Health Department.

(See **Health Permits**, Section 11)

For further information, contact:

**Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street, Suite 101  
Park)

Louisville, KY 40202

(502) 574-2985 (502) 574-5248 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)

[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

**Louisville Metro Parks**

(at Louisville Tennis Center in Joe Creason

3783 Illinois Avenue

Louisville, KY 40213

(502) 456-8171 (502) 456-8168 fax

[www.metro-parks.org](http://www.metro-parks.org)

[parks@louisvilleky.gov](mailto:parks@louisvilleky.gov)

## **Section 22**

## **VENUES – LOUISVILLE METRO**

Louisville Metro owns many attractive venues that may be used by the public for festivals and events.

Requests to use Louisville Metro-owned venues will be forwarded to appropriate departments or agencies by IPL. Reservations and bookings will be handled by individual venues, not by IPL.

Each Louisville Metro venue has its own unique features and amenities.

The following list contains a description of each Louisville Metro-owned venue, its location, amenities and who to contact to host a festival or event:

• **Belvedere/Riverfront Plaza**

**Location:** The Belvedere/Riverfront Plaza is located between 4th and 6th streets, north of Main Street to the Ohio River. It is divided into three segments: West Plaza, East Plaza and the Belvedere.

**Amenities:** The Belvedere/Riverfront Plaza includes pavilions, stage, electrical outlets, water spigots, lights, bathrooms, trash bins, storage, landscaped and turf areas, elevators and a spectacular view of the Ohio River.

A damage deposit and/or fee will be required for the use of the Belvedere and its restroom facilities. Events may be required to submit a load-in and load-out schedule. No loud music will be allowed after midnight.

**Reservations, Fees, Deposit:**

**Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street, Suite 101

Louisville, KY 40202

(502) 574-2985 (502) 574-5245 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)

[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

Make reservations at least six months in advance. Priority is given to annual festivals and events.

• **Fort Nelson**

**Location:** Fort Nelson is located at the northwest corner of 7th and Main streets. The park, .02 of an acre in size, is adjacent to Yarmuth Memorial Garden, which runs beside the south side of the flood wall between 7th and 8th streets behind the Louisville Science Center.

**Amenities:** This is a downtown location, which includes paved and turfed areas in an “amphitheater” style setting. It has a beautiful landscaped terrace with a fountain. In addition, this location has electrical outlets, water spigots, trees and is in an area with many local points of interest and activities.

**Reservations, Fees, Deposit:**

**Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street, Suite 101

Louisville, KY 40202

(502) 574-2985 (502) 574-5245 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)

[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

• **Founder’s Square**

**Location:** Founder’s Square is located between Fifth Street and Armory Place, north of Muhammad Ali Boulevard. The park is approximately .64 of an acre with 10,251 square feet.

**Amenities:** This is a centrally located downtown venue with paved and turfed areas. It has electrical outlets, water spigots, benches, trees, trash bins and is in an area with many local points of interest and activities.

**Reservations, Fees, Deposit:**

**Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street, Suite 101

Louisville, KY 40202

(502) 574-2985 (502) 574-5245 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)

[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

• **Iroquois Amphitheater**

**Location:** The Iroquois Amphitheater, owned by the Louisville Metro Parks Department, is a unique, state-of-the-art, outdoor theater venue in Louisville Metro’s Iroquois Park.

**Amenities:** The amphitheater recently underwent an \$8.9 million renovation. It is a state-of-the-art performance venue, with 2400 tiered seats (50% under cover), 300 square feet of festival lawn area, handicap accessibility, a 55' X 33.5' proscenium stage, spacious left and right wing areas, modernized dressing rooms with shower and bathroom facilities, restrooms, 5,000 square feet of rain shelter, community room, green room, orchestra pit, box office, concession areas and free parking.

**Reservations, Fees, Deposit:**

**Iroquois Park Amphitheater**

1080 Amphitheater Road

Louisville, KY 40214

(502) 368-5865

*www.iroquoisamphitheater.com*

• **Jefferson Memorial Forest - Horine Conference Center**

**Location:** On the highest point in Louisville Metro, the Horine Conference Center and its beautiful views are an excellent location for business retreats, meetings and weddings.

**Amenities:** Conference facility with seating for up to 50 participants, a state-of-the-art multimedia system, a fully-equipped kitchen, a den with fireplace and additional conference rooms for breakaway meetings. An outdoor patio offers a unique panoramic view of Louisville Metro.

**Reservations, Fees, Deposit:**

**Jefferson Memorial Forest - Horine Conference Center**

11311 Mitchell Hill Road

P. O. 467

Fairdale, KY 40118

(502) 368-5404 (502) 368-6517 fax

*forest@louisvilleky.gov*

*www.memorialforest.com*

• **Jefferson Square**

**Location:** Jefferson Square is bounded by Jefferson Street, Armory Place and 6th Street. The park is approximately .84 of an acre with 3,750 square feet.

**Amenities:** This is a centrally located downtown venue with paved and turfed areas. It has electrical outlets, water spigots, stage, benches, trees, trash bins and is in an area with many local points of interest and activities.

**Reservations, Fees, Deposit:**

**Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street, Suite 101

Louisville, KY 40202

(502) 574-2985 (502) 574-5245 fax

*www.louisvilleky.gov/ipl*

*ipl@louisvilleky.gov*

- **Locust Grove**

**Location:** Historic Locust Grove is a 55-acre National Historic Landmark, featuring an elegant manor house built in the 1790s, along with a modern visitors center. It is located minutes from downtown on Blankenbaker Lane between Brownsboro Road and River Road.

**Amenities:** Locust Grove welcomes groups for family events, community events, retreats and business meetings. The visitors' center and grounds, including gardens, combine to accommodate up to 1,500 people. The visitors' center itself can accommodate up to 200 people standing. Rentals include use of a small kitchen, with a microwave, conventional oven, refrigerator and sinks, along with restrooms, 100 chairs and 18 tables of varying sizes.

**Reservations, Fees, Deposit:**

**Locust Grove**  
561 Blankenbaker Lane  
Louisville, KY 40207  
(502) 897-9845      (502) 897-0103 fax  
*www.locustgrove.org      lghh@locustgrove.org*

- **Louisville Gardens**

**Location:** The Gardens is a multi-purpose indoor facility at 525 West Muhammad Ali Boulevard, between 6th Street and Armory Place. The facility has 23,700 square feet of rentable space on two floors and is adjacent to a public parking facility.

**Amenities:** This is a centrally located downtown venue that may be used to host trade shows, indoor festivals, concerts, sporting events, convention meetings, etc. It has, and is in an area with many local points of interest and activities.

**Reservations, Fees, Deposit:**

**Louisville Gardens**  
**Department of Facilities Management**  
525 W. Muhammad Ali Blvd.  
Louisville, KY 40202  
(502) 574-0060      (502) 574-0065 fax

- **Martin Luther King, Jr. Park**

**Location:** Martin Luther King, Jr. Park is located between 6th and 7th streets, between Muhammad Ali Boulevard and Federal Place and it is approximately .86 acres.

**Amenities:** The area is landscaped with paved and turfed areas. It has electrical outlets, water spigots, fountains and trees and is in an area with many local points of interest and activities.

**Reservations, Fees, Deposit:**

**Louisville Metro Inspections, Permits and Licenses**  
444 S. 5th Street, Suite 101  
Louisville, KY 40202  
(502) 574-2985      (502) 574-5245 fax  
*www.louisvilleky.gov/ipl      ipl@louisvilleky.gov*



- **Otter Creek Park – Conference Center**

Otter Creek Park offers one of the region's most picturesque facilities for both business and pleasure. With its panoramic view of the Ohio River, the park's Conference Center lends itself to any event. Enjoy the comforts of a modern facility with seating for up to 250 people. Ideal for weddings, business meetings or social events.

**Reservations, Fees, Deposit:**

**Otter Creek Park - Conference Center**

850 Otter Creek Park Road

Brandenburg, KY 40108

(502) 574-4583 (502) 574-4584 fax

[www.ottercreekpark.org](http://www.ottercreekpark.org) [ottercreek@louisvilleky.gov](mailto:ottercreek@louisvilleky.gov)

- **Parks – Louisville Metro**

Festivals and events are welcome at most of Louisville's 123 Metro Parks and 17 Community Centers. The scheduling of festivals and events will be subject to the availability and expected use of the park by the public. Access to major park facilities will be maintained during festivals and events.

Metro Parks reserves the right to cancel a festival or event if safety concerns arise or if there is risk to the park or its facilities.

Metro Parks will approve all festivals and events. If an event extends beyond a park, impacts traffic outside the park or includes alcohol, permits must also be secured from IPL. The Director of Metro Parks will also establish all fees for festivals and events. A rate sheet can be viewed online.

For any event at which food, beverages or merchandise will be sold, Metro Parks requires event producers to obtain vending permits.

*(See **Vending, Location and Personal Conveyance**, Section 21)*

**Reservations, Fees, Deposit:**

**Louisville Metro Parks**

(at Louisville Tennis Center in Joe Creason Park)

3783 Illinois Avenue

Louisville, KY 40213

(502) 456-8171 (502) 456-8168 fax

[www.louisvilleky.gov/metroparks](http://www.louisvilleky.gov/metroparks) [athletics@louisvilleky.gov](mailto:athletics@louisvilleky.gov)

- **Riverside, The Farnsley-Moreman Landing**

**Location:** Riverside is a 300-acre cultural asset featuring two historic homes, a modern visitors center, a large outdoor pavilion and well-tended grounds. It is in the southwest portion of the community, along Moorman Road near the Greenbelt Highway.

**Amenities:** The Riverside Visitors Center has a capacity for 200 people standing in its large carpeted auditorium, which features a breathtaking view of the Ohio River. Rental of the Visitors Center includes use of a catering kitchen, cloakroom, restrooms, 120 chairs, 20 rectangular tables and/or 12 round tables. Riverside's open-air pavilion allows you to enjoy the beautiful outdoor setting at Riverside while under shelter. The pavilion features an outdoor fireplace and additional restrooms.

**Reservations, Fees, Deposit:****Riverside, The Farnsley-Moreman Landing**

7410 Moorman Road

Louisville, KY 40272

(502) 935-6809      (502) 935-6821

[www.riverside-landing.org](http://www.riverside-landing.org)

**• RiverWalk and Bike Trail**

**Location:** The RiverWalk and Bike Trail is an asphalt trail that runs beside the Ohio River from Waterfront Park to Shawnee Park.

**Amenities:** There are multiple entrances and exits and connections to other public parks and facilities which include parking, restrooms, trash bins and areas that are local points of interest and activities.

**Reservations, Fees, Deposit:****Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street, Suite 101

Louisville, KY 40202

(502) 574-2985      (502) 574-5245 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)      [ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

**• Theater Square**

**Location:** Theater Square is located between Broadway and Chestnut streets on Fourth Street in the historic entertainment district of downtown Louisville.

**Amenities:** This historic downtown location includes paved cobblestone streets, a stage, sculptured landscaped areas, electrical outlets, water spigots, trees, trash bins, Toonerville Trolley stops and it is in an area with many local points of interest and activities.

**Reservations, Fees, Deposit:****Louisville Metro Inspections, Permits and Licenses**

444 S. 5th Street, Suite 101

Louisville, KY 40202

(502) 574-2985      (502) 574-5245 fax

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)      [ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

**• Waterfront Park**

**Location:** Waterfront Park, 85 acres along the river's edge, is called "the front door to the city" with an exceptional scenic view of the Ohio River and Louisville Metro skyline.

Waterfront Park accommodates many different types of events, and various areas offer different amenities. A map of the park is available at [www.louisvillewaterfront.com](http://www.louisvillewaterfront.com).

**Amenities:**

- **Festival Plaza** is a rectangular plaza ideal for hosting the vending component of large events. Its 3.5 acres accommodate up to 20,000 people and features potable water, electrical and sanitary services, restroom facilities, a shady grove of trees, green lawn area and a surface of crushed granite, which is perfect for tents and concession booths.

- **Louisville Wharf** is adjacent to and can be combined with Festival Plaza to provide a larger venue. It includes the nostalgia of an old-time wharf while offering the conveniences of a modern event space. It features 2.5 acres, accommodates 15,000 people, and offers electrical service, 1,000 feet of river's edge for commercial docking. The west side of the Wharf offers amphitheater seating for 600 people.
- **The Great Lawn** is a massive green space of 12 acres and accommodates more than 25,000 people for large concerts, viewing fireworks, sporting events and many other uses. It is a gentle sloping surface, bordered by a 20-foot sidewalk and stadium stair seating for over 1,000. The lawn is equipped with 1200 amp electrical service. A paved area with two 200 amp electrical services can accommodate concessions and the engineered turf withstands heavy equipment.
- **Linear Park** consists of more than a mile of scenic paved pathways on a 27-acre site. Amenities include semi-private picnic groves, charcoal grills, semi-private hillsides, public parking lots, restroom facilities, some minor electrical service and two children's play areas (not available for exclusive use).
- **Harbor Lawn** is located immediately east of the harbor inlet. The lawn is a triangular sloped surface surrounded by a 20-foot concrete pathway. The space accommodates several thousand people and is ideal for small group gatherings, weddings or blanket picnics.
- **The Overlook** offers dramatic views of the Ohio River. It is 1 acre in size and can accommodate several thousand people. It has park benches throughout, along with a shady canopy of trees.
- **The Brown-Forman Amphitheater** is located in Phase II of Waterfront Park. It can accommodate 3,500 people on grass risers and the surrounding hillside. There is a concrete slab and 400-amp electrical service for a stage. There are two 200-amp electrical services on the east and west side of the amphitheater for concessions, and the space can be easily gated for paid admission events.
- **Phase II Picnic Groves** – there are several picnic groves in Phase II.

Fees based on attendance expected

#### **Reservations, Fees, Deposit:**

**Waterfront Development Corporation**  
 129 E. River Road  
 Louisville, KY 40202  
 (502) 574-3768 (502) 574-4111 fax  
[www.louisvillewaterfront.com](http://www.louisvillewaterfront.com)  
[events@louisvillewaterfront.com](mailto:events@louisvillewaterfront.com)

## **Section 23**

## **CONTACT LIST**

### **Emergency Medical Services**

437 S. 3rd Street  
Louisville, KY 40202  
(502) 574-4260 (502) 574-4372 fax  
[www.louisvilleky.gov/ems](http://www.louisvilleky.gov/ems)  
[louisvilleky.gov/ems](http://louisvilleky.gov/ems)

### **Health Department**

400 E. Gray Street  
Louisville, KY 40202  
(502) 574-6650 (502) 574-6657 fax  
[www.louisvilleky.gov/health](http://www.louisvilleky.gov/health)  
[Lmhd@louisvilleky.gov](mailto:Lmhd@louisvilleky.gov)

### **Inspections, Permits and Licenses (IPL)**

444 S. 5th Street, Suite 101  
Louisville, KY 40202  
(502) 574-2985 (502) 574-5245 fax  
[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)  
[ipl@louisvilleky.gov](mailto:ipl@louisvilleky.gov)

### **Jefferson County Fire Service**

601 W. Jefferson Street, Room 108  
Louisville, KY 40202  
(502) 574-5646 (502) 574-4606 fax  
[www.louisvillefire/other\\_fire\\_districts.htm](http://www.louisvillefire/other_fire_districts.htm)

### **Kentucky Department of Agriculture Office of Regulations and Inspections**

106 W. Second Street  
Frankfort, KY 40601  
(502) 564-4870 (502) 564-5669 fax  
[www.kyagr.com](http://www.kyagr.com)  
[ag.web@kyagr.com](mailto:ag.web@kyagr.com)

### **Kentucky State Alcoholic Beverage Control**

1003 Twilight Trail, Suite A-2  
Frankfort, KY 40601  
(502) 595-4004 (502) 564-1442 fax  
[www.abc.ky.gov](http://www.abc.ky.gov)  
[abc.info@kentucky.gov](mailto:abc.info@kentucky.gov)

### **Kentucky Transportation Cabinet**

977 Phillips Lane  
Louisville, KY 40209  
(502) 367-6411 (502) 363-6170 fax  
[www.kytc.state.ky.us](http://www.kytc.state.ky.us)  
[kytc.comment@ky.gov](mailto:kytc.comment@ky.gov)

**Louisville Metro Fire Department**

1135 W. Jefferson Street  
Louisville, KY 40202  
(502) 574-3731 (502) 574-2955 fax  
[www.louisvilleky.gov/louisvillefire](http://www.louisvilleky.gov/louisvillefire)

**Louisville Metro Parks**

1297 Trevilian Way  
Louisville, KY 40213  
(502) 456-8100 (502) 456-8111 fax  
[www.louisvilleky.gov/metroparks](http://www.louisvilleky.gov/metroparks)  
[parks@louisvilleky.gov](mailto:parks@louisvilleky.gov)

**Mayor's Office for Community Relations and Events**

Louisville Metro Hall  
527 W. Jefferson Street, Suite 101  
Louisville, KY 40202  
(502) 574-5220 (502) 574-1042 fax  
[www.louisvilleky.gov/communityrelations](http://www.louisvilleky.gov/communityrelations)  
[events@louisvilleky.gov](mailto:events@louisvilleky.gov)

**Louisville Metro Solid Waste Management Department**

600 Meriwether Avenue  
Louisville, KY 40217  
(502) 574-3571 (502) 574-4155 fax  
[www.louisvilleky.gov/solidwaste](http://www.louisvilleky.gov/solidwaste)

**Public Works Department**

444 S. 5th Street, Suite 100  
Louisville, KY 40202  
(502) 574-5810 (502) 574-3310 fax  
[www.louisvilleky.gov/publicworks](http://www.louisvilleky.gov/publicworks)

**Electrical Maintenance Division**

(502) 574-3261 (502) 574-4132 fax

**Signs and Markings Division**

(502) 574-3251 (502) 574-1128 fax

**Risk Management Division**

City Hall Annex - Room 22  
611 W. Jefferson Street  
Louisville, KY 40202  
(502) 574-1388 (502) 574-4384 fax  
[www.louisvilleky.gov/finance](http://www.louisvilleky.gov/finance)

**Louisville Metro Police Department****Support Operations / Special Events Section**

768 Barret Avenue  
Louisville, KY 40204  
(502) 574-7565 (502) 574-4350 fax

**Transit Authority of River City (TARC)**

1000 W. Broadway  
Louisville, KY 40203  
(502) 561-5167 (502) 213-3248 fax  
[www.louisvilleky.gov/tarc](http://www.louisvilleky.gov/tarc)

**Waterfront Development Corporation**

129 E. River Road  
Louisville, KY 40202  
(502) 574-3768 (502) 574-4111 fax  
[www.louisvillewaterfront.com](http://www.louisvillewaterfront.com)  
[events@louisvillewaterfront.com](mailto:events@louisvillewaterfront.com)

**Section 24****HANDBOOK UPDATES *and* SUGGESTIONS**

The Mayor's Special Events Handbook is meant to be a helpful tool for event producers when organizing festivals and events. For the most up-to-date policies and procedures, please visit [www.louisvilleky.gov](http://www.louisvilleky.gov).

We welcome your input on information you would like to see included in this Handbook, streamlining permits and how we can offer better service to you when filing for permits.

To offer a suggestion, please contact:

**Mayor's Office for Community Relations and Events**

Louisville Metro Hall  
527 W. Jefferson Street, Suite 101  
Louisville, KY 40202  
(502) 574-5220 (502) 574-1042 fax  
[www.louisvilleky.gov/communityrelations](http://www.louisvilleky.gov/communityrelations)  
[events@louisvilleky.gov](mailto:events@louisvilleky.gov)

**Section 25****MAYOR'S METROFEST *and* ON-LINE CALENDAR****Printed Calendar**

Louisville loves to celebrate. To support your efforts, the MetroFest Calendar is published to showcase outdoor events and help attract residents and visitors to the many unique festivals held each year in Louisville Metro. If you would like your festival or event considered for this publication, contact the Mayor's Office for Community Relations and Events. Space is limited and must meet the criteria.

**MetroFest Event Listing Criteria**

- Outdoor festivals and events only with an attendance of 500 or more people
- Open to the public – either free or with an admission charge
- For non-profit organizations, event companies, neighborhoods, suburban cities, government agencies

- Events of a religious nature or message will not be listed
- Event sponsor agrees to list Louisville Metro as an event sponsor
- Event sponsor agrees to use Louisville Metro name and logo where appropriate
- All events must have all necessary permits from the Louisville Metro Inspections, Permits and Licenses (IPL) office and other appropriate local and state agencies

### **MetroFest Listing Benefits**

Events listed in 50,000 printed calendars, listed in the Louisville Metro on-line calendar and distributed in 30,000 March issues of Louisville Magazine.

### **MetroFest Timeline**

- **October 1** - Event listing request form mailed to everyone on the Mayor's Office for Community Relations and Events mailing list. Call or e-mail the address below to ensure your correct mailing address is included.
- **December 1** - Deadline for Event Listing Request form. Only request forms received by this date will be considered. You may 'hold' space and request additional time to confirm your event date.
- **January 1** - Deadline for events submitted on the Event Listing Request form in November and requested extension time to confirm date. No Event Listing Requests will be considered after this date.

### **On-Line Calendar**

Louisville Metro maintains an on-line calendar that will contain information about festivals and events in the regional Louisville Metro area. Event organizers may submit an On-Line Event Listing Request any time throughout the year. Updates of approved events will be posted to the website the first of each month. The on-line calendar is for ALL events in the regional Louisville Metro area including arts and cultural events, conventions, conferences, college sports, neighborhood and church picnics, national, religious, etc.

### **Photographs**

Event photos will be considered for inclusion in the MetroFest and On-Line Calendars. Please submit up to four fully identified color slides, prints, color transparencies or high-resolution electronic files for consideration. All photos submitted become the property of Louisville Metro and will not be returned.

To submit information for the online calendar, please send to:

#### **Mayor's Office for Community Relations and Events**

Louisville Metro Hall

527 W. Jefferson Street, Suite 101

Louisville, KY 40202

(502) 574-5220 (502) 574-1042 Fax

[www.louisvilleky.gov/communityrelations](http://www.louisvilleky.gov/communityrelations) [events@louisvilleky.gov](mailto:events@louisvilleky.gov)